

May 7, 1947

FOIAb3b1

In consideration of the transfer of the Reference Section, [REDACTED] to the Reference Branch, ORR, the following problems should be carefully studied and considered:

1. The type and quantity of material now handled by the Reference Section, and in addition, that which is handled by the Service Division.
2. What use is currently made of this material, and what is its ultimate disposition?
3. How much floor space and filing space does this material require?
4. What use is currently made of this material by:
  - a. [REDACTED] FOIAb3a
  - b. Special reports;
  - c. Others within [REDACTED] FOIAb3b1
5. What use is made of this material to fulfill the request of special clients or [REDACTED] FOIAb3a
  - a. How much?
  - b. Are these services necessary, if so, should it be a function of [REDACTED] or some other unit of ORR?
6. How much of the material not distributed by [REDACTED] is of sufficient intelligence value to warrant filing and indexing? FOIAb3b1
7. If it is worth filing and indexing how long should these files be maintained?
8. Should the actual file be retained in ORR and a reference card furnished [REDACTED] or vice versa? FOIAb3b1
9. Can ORR or [REDACTED] do this job more efficiently or economically? FOIAb3b1

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